*February 20, 2024*

1. Call to Order and Attendance

(Note: Attendance is documented based on those individuals who type their name in the chat box.)

1. Acceptance of Agenda

(Note: If there are no updates or edits, the agenda will stand accepted as written.)

1. Approval of Minutes from the January 23, 2024 meeting.

(Note: If there are no corrections, the minutes will stand approved as written.)

1. Reports
* Curriculum, Instruction, and Assessment Office: Julia Fuller reports on 2 items: 1) *Micro-Credential* We will soon launch a micro-credential opportunity for uHoo Analytics. Faculty who complete the Spring uHoo interest form by the end of February at [https://cia.kennesaw.edu/uhoo/](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcia.kennesaw.edu%2Fuhoo%2F&data=05%7C02%7Ccdutcher%40kennesaw.edu%7Cea76f0c4bca24ea91b5408dc326da332%7C45f26ee5f134439ebc93e6c7e33d61c2%7C1%7C0%7C638440693685567634%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=klSS%2BNDpv30EjZ01FsKIR7X7WROPJ2ap9ZK7Y5mnoAI%3D&reserved=0) will receive an email regarding the OWL Train course leading to a Souvenir Badge. In March, a link to the OWL Train course will take the place of the interest form on the website. Additionally, micro-credential information will be emailed to the pilot groups due to their previous participation with uHoo Analytics. 2) *US News& World Report Online Program Rankings* In collaboration with DLI and KSU Institutional Research, we submitted data for the US News & World Report Online Bachelor’s Program rankings. Our ranking for the 2024 report increased over 100 ranks since last year! Additionally, KSU submitted data for other online programs resulting in six badges for highly ranked online programs at KSU: Master’s in Information Technology, graduate education degrees, graduate nursing programs, and the Master’s in Business Administration.
* UITS - None
* KSU Library - None
* Registrar’s Office - None
* Affordable Learning Georgia - None
* Digital Learning Innovations – Julia Fuller reports that the DLI Team is working on adding professional development opportunities for the upcoming academic year with a focus on our vision and meeting the needs of faculty. Our new opportunities will address the level of time commitment on each topic. This will result in learning opportunities that may be completed quickly, such as a guide or microlearning video, while others will provide more in-depth content and take more time to complete such as an instructor led workshop. Some new topics will also be available to support faculty as learning scientists using a sustainable course design. Additionally, we are collaborating with CETL on GenAI professional development opportunities, some of which will be available this spring.
* College Distance Learning Coordinators – None
* AI Guidelines Committee - None
* Other
1. Unfinished Business
2. New Business
* [Revisions to the Honors’ College Digital Learning Policy](https://kennesawedu.sharepoint.com/%3Aw%3A/r/sites/Team-DLACGeneralCommittee/Shared%20Documents/General/Files%20for%20Meetings/Upcoming%20Meeting/KSU%20Journey%20Honors%20College%20Digital%20Learning%20Policy%20revised%201-31-2024.docx?d=wf09614fd02b2439fad3ab88b5ec752e8&csf=1&web=1&e=YfvbKZ) -Brian Etheridge of Honors College presented changes proposed: generally the changes attempt to make the policy more open-ended and flexible, changes include addition of hybrid course language, removed references to specific courses, but implementation is the same, making sure courses are aligned with QM Rubric, and the addition of an exception policy following what Coles and Wellstar Colleges have done for independent, experiential, special topics or directed study courses

-Cristen Dutcher moves to approve the policy changes, Julie Moore seconds, vote passes and policy moves to CIA Office

* Request for volunteers for subcommittees: Julia Fuller describes the following committees to see if there are volunteers willing to help
	+ [Digital Learning Guidelines](https://cia.kennesaw.edu/digital-learning/policy_documents/2022/Digital%20Learning%20Guidebook_2022.pdf) Revision Process – The needed revisions include adding newly available technologies, definitions for program modalities developed this fall in consultation with CIA, and a description of the course review process.
		- -Volunteers: Deborah Mixon-Brookshire, Julie Moore, Rajnish Singh
	+ Checklist for DL Policy Reviews – This sub-committee would develop a checklist for DLAC to follow when making a recommendation regarding a new or revised policy submitted by a college. The checklist would help guide each review and ensure key components are addressed in the policy, and it would also be helpful to colleges preparing to submit a new or revised policy.
		- Volunteers: please email Julia Fuller if interested
	+ Checklist for Program Modality Changes - This sub-committee would develop a checklist for DLAC to follow when making a recommendation regarding the addition of a hybrid or online program. The checklist would help guide each review and ensure key components are addressed on the Program Modality Change form in Curriculog. The checklist may also provide guidance to program coordinators.
		- Volunteers: Kandice Porter, please email Julia Fuller if interested
* uHoo Advisor Dashboard Mock-ups – Sanjoosh Akkineni from CIA shares powerpoint presentation regarding Advisor Dashboards for Undergraduate Academic Support: tailored solution to streamline undergrad advising enabling timely interventions for students at risk and increasing chances for student success; Dashboards would give advisors access to uHoo Analytics alerts, D2L Grades and participation including student logins – no administrator access, only advisors; CIA is cognizant of privacy concerns and rigorous measures will be in place to safeguard student and faculty data, sample visualization of Dashboard shared

-Karen Doster-Greenleaf, Library, asks about the Advisor’s Notes section, where advisors often refer students to the Library, how does faculty find out if student actually engages in advisor’s suggested interventions? CIA doesn’t have that follow through in place now, but willing to collaborate with Library and others to analyze Advisor’s Notes through text analysis

-Julie Moore is surprised that advisors don’t already have a tracking system in place to take notes regarding advice given to students, if they do, are we doubling their work with this new Dashboard? Sanjoosh says no, not all faculty/colleges require advisor notes, and those that do may take notes in various places (email, online docs, etc), this puts notes all in one place

-Dabae Lee asks if Dashboard is individual student view? Sanjoosh says it is. Dabae asks if there is a Dashboard to show all students that an advisor helps in one place, so they can prioritize the most at risk? Sanjoosh says no, but CIA Office can work on that. Julia Fuller asks if Dabae is requesting a view that focuses on most struggling students? Dabae says yes, to focus attention on who needs the most help.

-Dabae asks how will advisors get alerts? Sanjoosh says they can log into the Dashboard and trying to set up email alerts to advisors too.

-Dabae asks if modality of course information is necessary to share with advisors? Or is there something more important to share? Sanjoosh replies that different modalities have different course resources at University level, which advisors want to know so that they can share correct resources with students

* Discussion around changes in course review model based on Lessons Learned from DOJ & DOE – Julia Fuller follows up on Anissa Vega’s Lesson Learned report in the January 2024 DLAC meeting, wants to brainstorm ideas regarding foreseen impacts on KSU current course review process, how to make process less confusing, asks us to take a few minutes to review report from last month’s DLAC meeting.

-Cristen Dutcher reports from Coles: I heard from 11 faculty members, all of whom were in favor of the more flexible re-review process that was suggested. There were some concerns, though. One regarding the random selection process, if a course is randomly selected, it should not be chosen again for a period of time. There was a suggestion to automate the random selection to avoid this situation. Control of the course reviews should be kept at the college level but the University should give guidance or even an additional policy requiring a certain percentage of distance learning courses be re-reviewed each year, 15% was suggested.

-Julie Moore reports from BCOE: 15-20% of the BCOE faculty responded regarding the re-review suggestion and about 2/3 were in favor and 1/3 said maybe, questions were regarding ensuring accessibility of all courses at once, but overall strongly in favor of less intense model of reviewing courses.

-Kris DuRocher reports from Radow: Concerns from Radow faculty include need for training on building accessible courses rather than submitting versions of every single course they teach, lack of trust in faculty to build their own courses, consequences to faculty of failing an audit and what does it mean to be out of compliance, confusion about the goal – is it 100% accessibility in a course? If so, that’s frustrating to cover every possible inch of a course, confusion over whether faculty are currently allowed to make changes and update courses after a review and aren’t those changes assumed to be accessible – not much change in suggested re-review process, change fatigue and desire to leave things as they are, who is responsible for ensuring quality and maintaining accessibility in between reviews, and concern over targeting same faculty or same courses in random selection re-review process.

-Julia Fuller responds to some of Kris DuRocher’s comments, accessibility does not have to be 100% if the college policy is not formulated that way; who is responsible for determining accessibility – Annissa mentioned last month that faculty would have to acknowledge that they are maintaining accessible materials in their courses; regarding questions about sanctions – letters are sent from US Dept of Ed to Universities who are not in compliance, but not sure what sanctions were given beyond the letters, can ask Anissa for additional info on that.

-Kandice Porter reports from WCHHS: biggest concern is faculty fear of updating materials in a course because that would change the course shell and prompt re-review

-Julie Moore comments on her preference for accessibility credential that faculty have to complete to avoid re-review for a period of time, and moving toward a percentage re-review model, Julia Fuller replies that there is not funding to pay faculty to take accessibility credentialing, but perhaps it could be considered

-Julia Fuller asks other DLAC members to seek college feedback and think about how course reviews could be implemented and operationalized without creating additional confusion, while still insuring compliance for the University, Anissa will be back to discuss next month.

* + Changes to the Quality Matters rubric – Julie Moore reports that QM has updated their rubric to the 7th edition, BCOE is considering updating, wants to know if other colleges are updating to it?

-Deborah Mixon-Brookshire reports that Coles is implementing new 7th edition in Summer 24 and beyond

-Julia Fuller reports that DLI IDs are reviewing the 7th edition to determine what has changed and what to do to support colleges who are using QM Rubric or college rubric aligned to QM Standards

1. Announcements
* Next DLAC Executive Committee meeting: March 5, 2024
* Next DLAC General Committee meeting: March 26, 2024

Meeting schedules with links, agendas, and minutes can be found on the DLAC website: https://dlac.kennesaw.edu

1. Adjournment

Attendance

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| Name | Area | Attendance | Voting Status |
| Dabae Lee | BCOE | X | Voting |
| Julie Moore | BCOE | X | Voting |
| Deborah Mixon-Brookshire | COLES | X | Voting |
| Cristen Dutcher | COLES | X | Voting |
| Christopher Welty | CACM |  | Voting |
| Hussein Abaza | CACM |  | Voting |
| Zhigang Li | CCSE | X | Voting |
| Svetlana Peltsverger | CCSE |  | Voting |
| Joy Brookshire | CSM |  | Voting |
| Ranjnish Singh | CSM | X | Voting |
| Ben Wadsworth | COTA |  | Voting |
| Peter Fielding | COTA | X | Voting |
| Uli Ingram | RCHSS |  | Voting |
| Kris DuRocher | RCHSS | X | Voting |
| Turaj Ashuri | SPCEET |  | Voting |
|  | SPCEET |  | Voting |
| Kandice Porter | WCHHS | X | Voting |
|  | WCHHS |  | Voting |
| Anissa Vega | Academic Affairs |  | Non-voting |
| Brichaya Shah | DLI |  | Non-voting |
| Julia Fuller | DLI | X | Non-voting |
| Karen Doster-Greeleaf | Library | X | Non-voting |
| Danielle Herrington | Registrar’s Office |  | Non-voting |
| Veronica Trammell | UITS |  | Non-voting |
| Kim Loomis | Academic Affairs |  | Non-voting |

Guests: Brian Etheridge, Honors College; Sarah Cooper, DLI; Sanjoosh Akkineni, Academic Affairs; Michael Kingston, DLI; Milya Maxfield, DLI; Holly Sedys, DLI: Kathryn Morgan, DLI; Lindsey Salimbot-Skinner, DLI; Marcus Green, DLI